



# CITY OF MANCHESTER

## SERVICE LICENSE APPLICATION

UNDER ORDINANCE #14-2068

FOR THE YEAR **2016** (Jan – Dec)

Fill out application form in its entirety. Please check here if changes are made to prefilled information ☐

A. Name of Business \_\_\_\_\_

B. Telephone Number : \_\_\_\_\_ (circle one - store or corporate)

Secondary Number : \_\_\_\_\_ (circle one - store or corporate)

Business Physical Address \_\_\_\_\_ Manchester, MO

Corporate Address \_\_\_\_\_

Check which address the 2017 renewal reminder letter should be sent to: ☐ Business Address ☐ Corporate Address

\*City of Manchester will not be responsible for any delays in the application process due to incorrect mailing address.

D. Business commenced operating in Manchester: \_\_\_\_\_

E. Number of Employees \_\_\_\_\_

F. Business Owned by: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corp. \_\_\_\_\_ Other \_\_\_\_\_

G. Nature of Business (Describe) \_\_\_\_\_

H. Business Website Address: \_\_\_\_\_

I. Owner's Information:

|  |  |
|--|--|
| <b>Primary Owner Name:</b><br><b>Email Address:</b><br><b>Mailing Address:</b>   |  |
| <b>Secondary Owner Name:</b><br><b>Email Address:</b><br><b>Mailing Address:</b> |  |

• ITEMS NEEDED TO RECEIVE AN ANNUAL SERVICE LICENSE:

- ☐ ANNUAL FIRE INSPECTION FROM WEST CO. EMS OR VALLEY PARK FIRE
- ☐ EMERGENCY CONTACT FORM (COMPLETE)
- ☐ APPLICATION (COMPLETE)
- ☐ LICENSE FEE PAYMENT IN FORM OF CASH, CHECK, OR MAJOR CREDIT CARD
- ☐ LETTER OF NO TAX DUE COMPLIANCE (For businesses that report Sales Tax) – You may visit <http://dor.mo.gov>, call (573) 751-9268, or e-mail [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov) for information

PLEASE COMPLETE OTHER SIDE →

THE LICENSE IS RENEWABLE EACH JANUARY AND  
**DELINQUENT** AFTER **MARCH 15** OF EACH YEAR

**SERVICE LICENSE APPLICATION**  
*UNDER ORDINANCE #14-2068*

**Total Square Footage of Business Premises:** \_\_\_\_\_

| Square Footage   |       | Rate  | License Fee     |
|--|-------|---|-----------------|
| Up to 1,000  |       | \$50.00 base amount                                       | <b>\$ 50.00</b> |
| Over first 1,000   |       | Add to base amount \$ .10 for each square foot over 1,000 | \$              |
| Penalty - for failure to pay fee on due date (after March 16)<br><b>*Penalty- \$25 plus 10% for each month</b> | \$    | → → → → →   | \$              |
| Total License Fee Due for 2016 (total lines 1-3)   | → → → | → → → → →   | \$              |

*If mailing in your payment, you must contact City Hall first to confirm your business license fee amount. An incorrect business license fee payment can result in delays in the license renewal process. **Please note:** Your business license cannot be renewed until all completed paperwork and payment in full is received.*

**City of Manchester**  
Attn: Business License  
14318 Manchester Road  
Manchester, MO 63011

Phone: 636-227-1385 ext 118  
[kfels@manchestermo.gov](mailto:kfels@manchestermo.gov)

**TO BE COMPLETED BY CITY HALL:**

License Fee Amount Due: \$\_\_\_\_\_ Date Paid:\_\_\_\_\_ Completed by: \_\_\_\_\_

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